Town of Belmont
Employment Opportunity

The Town of Belmont is now accepting applications for the **part-time** position of:

<u>Administrative Assistant I</u>
Department of Public Works – Recreation Division
Hourly Pay Range: $20.55 – $24.62

Applicants must submit the <u>required</u> Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of June 15, 2017.

The Town of Belmont seeks qualified applicants for the part-time position of Administrative Assistant I for the Recreation Division of the Department of Public Works. Composes, edits and types routine correspondence, reports and other materials for department head or management staff approval. Types a wide variety of reports, correspondence, forms and other materials from written and oral instructions. Performs meeting support duties. Compiles and distributes agenda and support materials, creates and posts meeting notices, notifies meeting participants. Creates presentation boards and handouts. Handles the daily responsibility of Accounts Payable/Receivable. Completes assigned payroll. Compiles and reviews time sheets. May maintain attendance records. Assists customers/citizens with department information and services. Answers questions and assists with department applications and forms. Other related duties as assigned.

High school diploma or equivalent required, Associate's Degree preferred. Requires vocational/technical training in secretarial science, office management or related field with three years of progressively responsible secretarial and administrative support experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job.

The pay range is $20.55 - $24.62, which represents grade 6 of the SEIU salary schedule. This position works twenty-five (25) hours per week and is eligible for the Town's comprehensive benefits package, including health, dental and life insurance, as well as the Town's pension plan. This position is in the SEIU Local 888 Union and is subject to the respective collective bargaining agreement.

Cover Letter, Resume and the required Town of Belmont job application will be accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478, or e-mail humanresources@belmont-ma.gov or fax 617-993-2741 by June 15, 2017. The Town of Belmont is an Equal Opportunity Employer.

Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Both full-time and part-time positions require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov